

ABANDONED VEHICLE ABATEMENT REPORT SAMPLE



ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY NAME

ABANDONED VEHICLE ABATEMENT REPORT

Case Number:

DATE	TIME	DAY OF THE WEEK	
VEHICLE LICENSE NUMBER		STATE	ODOMETER
VEHICLE YEAR	MAKE	BODY STYLE	COLOR
REGISTERED OWNER OR LESSEE			
ADDRESS OF OWNER OR LESSEE			
LOCATION OF VIOLATION			
IMPOUND AUTHORITY			
INVESTIGATING EMPLOYEE (NAME & ID)			
DATE COMPLAINT RECEIVED		PHONE NUMBER	

(PICTURE OF ABATED VEHICLE)

OPTIONAL

NARRATIVE (Reason for Abatement)

☐ Private Property ☐ Public Property ☐ Registered Owner Notified/Date ☐ Property Owner Notified/Date

DISPOSITION

ABANDONED VEHICLE ABATEMENT REPORT SAMPLE

Hearing Requested: ☐ Yes ☐ No Requested by _____ Date _____
Date of Hearing _____ Decision Rendered: ☐ Vehicle Released ☐ Vehicle Ordered Destroyed ☐ Other _____
☐ Voluntary Abatement - Date _____ ☐ Vehicle Towed - Date _____

INSTRUCTIONS FOR COMPLETING ABANDONED VEHICLE ABATEMENT REPORT

Case Number: Enter the case number representing the vehicle abated.

Date/Time/Day of the Week: Enter the date, time, and day of the week the vehicle was inspected.

Vehicle Information: Enter the vehicle information (License Number, Odometer, R/O Information, etc.).

Investigating Employee: Enter the investigating employee's name and ID.

Attach Picture of Abated Vehicle Here: Attach a picture of the abated vehicle (**OPTIONAL**).

Date Complaint Received: Enter the date the complaint of the abandoned vehicle was received.

Phone Number: Enter the phone number of the complainant, if applicable.

Narrative: Enter a justification articulating how the vehicle was determined to be abandoned.

Private vs. Public Property: Check the appropriate box indicating if the vehicle was abated from private or public property.

Registered Owner Notified/Date: Enter the date the registered owner was notified of the abatement or intended abatement.

Property Owner Notified/Date: Enter the date the property owner was notified, if applicable.

Hearing Requested: Indicate if a hearing was requested by checking "yes" or "no."

Requested by: Enter the name of the person requesting the hearing.

Date: Enter the date the hearing was requested.

Date of Hearing: Enter the date in which the hearing was held.

Decision Rendered: Indicate the decision rendered by checking the appropriate box.

Voluntary Abatement vs. Vehicle Towed - Date: Check the appropriate box and enter the date the vehicle was abated.

Definition:

Voluntary: The property or registered owner voluntarily abated the vehicle after being notified.

Vehicle Towed: The vehicle was required to be abated by the jurisdiction by towing the vehicle to a dismantler or wrecker.